

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: **DSS0567364**  
POSITION NO: **943810**  
CLASS CODE: **3707**

Date Posted: **12/31/12**  
Closing Date: **01/14/13**

POSITION TITLE: **SENIOR SOCIAL SERVICE REPRESENTATIVE**  
DEPARTMENT NAME: **Navajo Division of Social Services/Department of Family Services**  
DEPARTMENT NO: **56** WORKSITE LOCATION: **Chinle, Arizona**  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R60A**  
Days: **Mon - Fri** Permanent: ☒  
Hours: **8am -5pm** Temporary: ☐ Duration: \_\_\_\_\_ \$ **26,956.80** Per Annum  
Part-Time: ☐ No. of Hrs/Wk: \_\_\_\_\_ \$ **12.96** Per Hour

**DUTIES AND RESPONSIBILITIES:**

Incumbent will perform duties following established policies and procedures as mandated by federal, state and tribal laws and will coordinate and collaborate services, as needed, with other social service agencies and/or law enforcement. Performance of duties are of reasonable difficulty, involving intake of application for services; Obtains information and investigates complaints of alleged abuse, neglect, or exploitation of the elderly population; investigates emergency situations; and takes corrective action; assessment of client's needs for degree and priority of services, and develops individual service plans; interpretation of established policies and guidelines followed in the delivery of services; set up case plans; provide case management and follow-up on a regular basis according to priority level of assessed needs. Will periodically evaluate the overall status of client for continued services or referrals to other resources for additional services. Identify and intervene in high-risk cases, such as individuals with special needs, children or adults in need of protective or custodial services, and may seek assistance from other service agencies; establish a trusting and positive work relationship with client and other service providers or resources; maintain open communication with client and ensure efficiency in services. When necessary, will take appropriate legal action concerning adults or children in the home in need of such service.

**QUALIFICATION REQUIREMENTS:**

**Education, Training and Experience:**

An Associate's degree in Sociology, Social Work, Psychology, Human Services, or related field; and three (3) years experience providing social service to disadvantaged clientele, case management, crisis intervention, case work in the human service field; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of gerontology.  
Knowledge of the social services policies and practices.  
Knowledge and skill in interviewing with children and adults.  
Skill in developing trust and confidence of children and adults.  
Skills in case management and crisis intervention.  
Fluency in the Navajo and English languages.

**License/Certification Requirements:**

***Preferred:*** Valid State Driver's License, ability to obtain Navajo Nation Vehicle Operator's Permit within 90 days of employment and pass a criminal background check.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

***Revised: 1-15-99***